



BOB RILEY  
GOVERNOR

# State of Alabama

## Alabama Department of Corrections

Research and Planning  
P. O. Box 301501  
Montgomery, AL 36130-1501



Donal Campbell  
COMMISSIONER

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ADMINISTRATIVE REGULATION  
NUMBER 107

OPR: ACCOUNTING

### TRAVEL REIMBURSEMENT

#### I. GENERAL

This Alabama Department of Corrections (ADOC) Administrative Regulation (AR) establishes responsibilities, policies, procedures, and guidelines for the reimbursement of travel expenses incurred by employees while conducting official departmental business.

#### II. POLICY

The ADOC will reimburse its employees for all travel expenses incurred during the normal course of business whenever such travel has been approved and meets the criteria for reimbursement as promulgated by the Department of Finance.

#### III. DEFINITION(S) AND ACRONYM(S)

- A. Fiscal Policy and Procedures Manual (*Fiscal Manual*): The manual of policies, procedures, rules, and regulations published by the Department of Finance under authority of §41-4-35, 1975 Code of Alabama.
- B. Duty Station: The institution or office location to which an employee is assigned.
- C. Base: The employee's primary residence or duty station, whichever is closest to the travel destination.
- D. Per Diem: A daily allowance paid in lieu of actual expenses, the amount of which is determined according to trip duration. A day trip with no overnight stay may include a "subsistence" (meal) allowance, or subsistence allowance plus a portion of the daily per diem rate if the trip exceeds twelve hours. "Overnight" travel is reimbursed in accordance with the full daily per diem rate applicable for number of nights away from base.
- E. Overnight: The period beginning thirty minutes after sunset and ending thirty minutes before sunrise during which a "rest period" is taken. Individuals who remain in work status during the night are not eligible for overnight per diem.

- F. Travel Reimbursement Request (Expense Account): The Department of Finance form(s) that must be prepared and submitted by the traveler to obtain reimbursement of travel expenses.

#### IV. **RESPONSIBILITIES**

- A. Each employee must:
1. Obtain his/her supervisor's approval of pending plans prior to submitting travel requests for the Commissioner's approval.
  2. Schedule authorized travel in the most efficient and economical manner.
  3. Submit his/her travel reimbursement request (expense account) in a timely manner, but no more frequently than bi-weekly.
  4. Ensure that the information presented on the expense account is accurate. Alterations of travel related documents or other intentional acts to circumvent reimbursement limits are considered as falsification of state documents and/or fraud.
  5. Use the appropriate form(s) when preparing an expense account and must ensure that reimbursement requests will not result in duplicate payments.
  6. Ensure that the state vehicle assigned for his/her travel, if applicable, is parked in a safe location and locked when not in use.
- B. The employee's immediate supervisor must ensure that the most efficient mode of transportation for each travel assignment has been selected.
- C. The Accounting Division must audit each expense account to ensure technical compliance with ADOC and Department of Finance guidelines.
- D. The ADOC Fiscal Manager must reject any expense account that fails to comply with established criteria.

#### V. **PROCEDURES**

- A. Only emergency and necessary travel expenses essential to the transacting of official state business will be reimbursed.
- B. The employee must be away from his/her base to qualify for a travel allowance.
- C. All employees performing official duties on scheduled off days at a location other than their base will be reimbursed travel expenses incurred those days.
- D. All employees are expected to travel only when it is absolutely necessary. Whenever possible, letters, telephone calls, and email should be used in lieu of travel.

- E. All employees are expected to plan and coordinate travel. When possible, travel should be coordinated in order to share transportation.
- F. All employees are expected to utilize the most economical means of transportation. Unless an authorized exemption is obtained, employees based in the City of Montgomery will use an ADOC vehicle for authorized travel. If unavailable, the use of a State Motor Pool vehicle is authorized. If neither is available, the employee may use his/her personal vehicle and receive reimbursement for such use as provided under paragraph V.J.5.
- G. Expense accounts must provide the employee's home address and their state employee job classification.
- H. All travel shall be approved in advance by the Commissioner who may delegate the approval authority to lower-level supervisors as long as the purpose of travel is within the normal scope of duties assigned to the employee. However, only the Commissioner may approve the expense account form submitted for claiming travel reimbursement. The *pre-travel* and *post-travel* review and approval requirements are outlined in Annex A.
- I. All employees are expected to minimize overnight trips. Overnight trips should not be scheduled for destinations within a 100-mile radius of the base. Any variance must have specific justification and the Commissioner's approval.
  - 1. Overnight trips of less than 100 miles (including Birmingham when traveling from Montgomery) for one night are not permitted.
  - 2. Overnight trips of less than 100 miles for two or more nights are permitted if, based on the judgment of the Commissioner, returning home each night is unreasonable. The Commissioner must provide written justification to the State Finance Director for any such trips.
- J. **In-State Travel** - The state's travel law provides for three types of reimbursement for in-state travel, (1) per diem, (2) personal car mileage, and (3) miscellaneous purchases allowable under State procurement laws. Applicable rates are provided in Annex B.
  - 1. Individuals who travel inside the State of Alabama in the service of the State are to submit Form FRMS-6, Statement of Official In-State Travel, listing dates, points of travel, mileage (if applicable), hour of departure and return, and the amount of per diem claimed. The Commissioner, or designee, as the approval authority must sign this form. For audit purposes, expense accounts must show the hour of departure and the hour of return only on those trips for which per diem is claimed.
  - 2. For overnight travel, if suitable accommodations are not available near the travel destination, the Commissioner may authorize the employee to seek suitable accommodations as close as possible to the assignment location.

3. Travel expenses incurred by employees in excess of amounts allowable under these policies will be the responsibility of the employee.
4. Per Diem
  - a. A daily subsistence (meal) allowance is provided for a single trip away from the assigned base of six (6) hours through twelve (12) hours duration and where there was no interim return to base or residence. However, if a meal is provided to the employee during this period, the subsistence allowance may not be claimed (Attorney General's Opinion, 6/30/1988).
  - b. A daily subsistence (meal) allowance, plus one-fourth the daily per diem rate is provided for a single trip away from the assigned base of over twelve hours where there was no interim return to base. However, if a meal is provided to the employee during this period, only the amount of one-fourth the daily per diem rate is allowable. The subsistence allowance may not be claimed (Attorney General's Opinion, 6/30/1988).
  - c. Overnight per diem rates are graduated based upon trip duration.
5. Mileage
  - a. Employees are expected to utilize ADOC vehicles when travel is necessary. If no departmental vehicle is available when needed, the use of a State Motor Pool vehicle is authorized. If neither is available, an employee may be authorized to use his/her personal vehicle and receive reimbursement for its use. A mileage allowance is paid in lieu of actual expenses incurred while using privately owned vehicles in conducting state business at a rate established by the Governor. See Annex B for the current rate.
  - b. A mileage allowance will only be paid to employees actually traveling in privately owned vehicles.
  - c. An employee who is either called in after hours or required to work on scheduled off days due to an emergency or other exceptional duty is entitled to reimbursement for necessary mileage incurred in the performance of that duty.
  - d. Mileage will be paid for the distance of the most direct route from the assigned duty station to the travel destination or from the employee's residence to the travel destination, whichever is the shortest.
  - e. An employee traveling 50 miles or less (one-way) may claim mileage reimbursement with the Commissioner's approval. Mileage in this case requires neither the Finance Director's

approval nor certification from the Motor Pool.

- f. For employees based within the City of Montgomery traveling in excess of 50 miles one-way, a mileage allowance will be paid only with “for cause” approval from the State Finance Director or when the Motor Pool provides certification that no vehicle was available.
- g. For employees based outside the City of Montgomery traveling in excess of 50 miles may claim mileage reimbursement with only the Commissioner’s approval.

6. Miscellaneous Expenses

Allowable miscellaneous expenses may include parking fees and operating expenses of state-owned vehicles, such as gasoline and oil, and emergency repairs or expenses of these vehicles, such as tire punctures and parts. Receipts for repairs must be itemized and conform to State Purchasing guidelines. Questions regarding whether or not a specific item is an allowable miscellaneous expense should be addressed to the Accounting Division. Original receipts are required for reimbursement of all miscellaneous expenses.

**K. Out-Of-State Travel**

- 1. Requests for out-of-state travel will not be approved unless such travel is absolutely essential to the operation of the Department or will result in direct financial benefit to the State of Alabama.
- 2. Employees who are authorized to travel out-of-state will be reimbursed for actual and necessary expenses incurred in accordance with the Department of Finance *Fiscal Manual*. Such expenses must be reasonable.
- 3. All out-of-state travel by an official or employee of the Department requires prior approval from the Governor. Such approval must be evidenced by Form FRMS-5, Request for Out-of-State Travel, signed by the Governor. This form must accompany the expense account when requesting reimbursement. For two or more employees traveling out of state, a separate approval must be obtained for each traveler.
- 4. Once approval has been received from the Governor's Office, changes to the itinerary, travel mode, or material change in estimated expenses prior to departure will require another approval by the Governor's Office. Once the designated mode of transportation has been approved, there will be no deviation with respect to expense reimbursement. The employee will only be allowed reimbursement based on the authorized mode of travel if less than actual expense. Additional expenses incurred due to changes made during the trip, such as early or late return for an employee's personal convenience, are not reimbursable.

5. Employees who travel outside the State of Alabama in the service of the State should submit Form FRMS-6A, Statement of Out-of-State Travel, along with the Form FRMS-5, Request for Out-Of-State Travel, signed by the Governor that authorized the travel. The expense account form must indicate the hour of departure and the hour of return to base for audit purposes, and must be accompanied by a receipt for each expenditure for which reimbursement is being requested when submitted to the Accounting Division for payment.
6. Departmental management will designate the mode of transportation. The employee must ensure that commercial transportation, such as airlines and car rental, is obtained in accordance with any existing state contracts for those services.
  - a. Any person utilizing commercial airlines for out-of-state travel must turn in the carbon copy of the plane ticket, if available, or the electronic ticket boarding pass to the Accounting Division, even if the ticket was charged to the Department through a travel agency and will not be included on an expense account. For out-of-state air travel, tourist-class accommodation must be used.
  - b. For persons traveling outside the state in their privately owned vehicle, the In-State mileage allowance and guidelines will apply.
7. For meal reimbursement, the traveler must provide itemized receipts that include what was purchased, date, name and location of the restaurant, and the number of people served. The price of meals must be reasonable for the location.
8. Reimbursement for alcoholic beverages is prohibited.
9. Reimbursement of meals for a person other than the traveler is prohibited.
10. Breakfast is allowable only if the travel begins before 6:00 a.m. A dinner meal will be allowable only when the traveler returns to base after 6:00 p.m. These meals are allowable only when the time of departure and return were necessary for the timely completion of travel duties and not simply for the convenience of the traveler.
11. In addition to normal meals, lodgings, and mileage expenses, the following are considered allowable in the circumstances indicated:
  - a. Parking fees paid during travel status.
  - b. Reasonable tips for personal services in the serving of foods, but should not exceed the usual and customary charges of 20% for these services (include in the cost of the meal on the expense account.)

- c. Tips for baggage handling, but should not exceed the usual and customary charges for these services (itemize by the dates paid in the miscellaneous section of the expense account).
- d. Service cost for hotel room (if included in the hotel bill, include in the price paid for the room).
- e. Miscellaneous purchases as identified under In-State travel guidelines, paragraph V.J.6.

L. Indirect Route or Interrupted Travel

If travel is interrupted for personal convenience or through the taking of leave, the travel allowance must not exceed the costs that would have been incurred for authorized uninterrupted travel.

## VI. **DISPOSITION**

Any forms used will be disposed of and retained according to the Departmental Records Disposition Authority (RDA).

## VII. **FORMS**

All forms referred to within this regulation are implemented by the Department of Finance *Fiscal Manual*. Those forms include:

- A. FRMS-5, Request for Out-of-State Travel
- B. FRMS-6, Statement of Official In-State Travel
- C. FRMS-6A, Statement of Out-of-State Travel

## VIII. **SUPERCEDES**

This regulation supercedes Administrative Regulation 107, dated June 20, 1995.

## IX. **PERFORMANCE**

Authority for the reimbursement of travel expenses is derived from Sections 36-7-20 through 36-7-23, **1975 Code of Alabama**, and all applicable rules and regulations established by the Department of Finance. Such criteria is applicable regardless of funding source (budgeted funds or Institution Contingency Fund).

ANNEX(S):

Annex A – Travel Review and Approval Requirements

Annex B – Schedule of In-State Travel Allowances

  
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Donal Campbell, Commissioner

**TRAVEL REVIEW AND APPROVAL**



# **REQUIREMENTS**

## **I. IN-STATE TRAVEL**

### **A. PRE-TRAVEL APPROVAL:**

Any employee traveling within state in conjunction with their official duties must obtain approval prior to all such travel.

1. Proposed travel plans must first be reviewed and authorized by the employee's immediate supervisor.
2. If the supervisor concurs with travel plans, a travel request will be submitted by email to the Deputy Commissioner over the employee's institution or division, as applicable, unless specifically exempted.

### **B. POST-TRAVEL REVIEW:**

1. An expense account must be submitted at the conclusion of the authorized travel for the appropriate travel allowance(s) as identified in Annex B.
2. The completed expense account form must be mailed to the Deputy Commissioner of Administrative Services for review.
3. The Deputy Commissioner reviews the expense account and forwards to the Commissioner with a recommendation of approval or denial.

## **II. OUT-OF-STATE TRAVEL**

### **A. PRE-TRAVEL APPROVAL:**

Any employee traveling outside of the state while in conjunction with their official duties must obtain approval prior to all such travel.

1. Proposed travel plans must first be reviewed and authorized by the employee's immediate supervisor.
2. If the supervisor concurs with travel plans, a travel request will be submitted by email to the Deputy Commissioner over the employee's institution or division, as applicable.
3. With the concurrence of the Deputy Commissioner, authorization for out-of-state travel must then be requested from the Governor.

### **B. POST-TRAVEL:**

1. An expense account must be submitted at the conclusion of the authorized travel for reimbursement of actual expenses incurred as authorized by this regulation.
2. The completed expense account form must then be mailed to the Deputy Commissioner of Administrative Services.
3. The Deputy Commissioner reviews the expense account and forwards to the Commissioner with a recommendation of approval or denial.

**Annex A to AR 107**

# **SCHEDULE OF**

# IN-STATE TRAVEL ALLOWANCES

## MILEAGE:

Reimbursement	Rate
Allowance to be provided in lieu of actual expenses (regardless of trip duration)	\$.375 per mile

## SUBSISTENCE

(Travel away from base with same day return):

Trip Duration	Subsistence Allowance
Less than 6 hours	<b>** Unauthorized **</b>
6 hours through 12 hours	\$ 7.50 (Considered a meal allowance)
Over 12 hours	\$ 20.00 (Consists of the \$7.50 meal allowance, plus one-fourth the \$50 daily per diem rate)

## PER DIEM

(Travel away from base with overnight stay without interim return):

Trip Duration	Distance from Base	Daily Per Diem
2 days (1 night)	100 miles or less	<b>** Unauthorized **</b>
3 days (2 consecutive nights)	100 miles or less	\$ 66.66 <sup>(1)</sup>
4 or more days (3 or more consecutive nights)	100 miles or less	\$ 75.00 <sup>(1)</sup>
2 days (1 night)	<u>More</u> than 100 miles	\$ 50.00
3 days (2 consecutive nights)	<u>More</u> than 100 miles	\$ 66.66
4 or more days (3 or more consecutive nights)	<u>More</u> than 100 miles	\$ 75.00
After being assigned to the same in-state location for 2 consecutive months		\$ 37.50

<sup>(1)</sup> **Requires Commissioner's approval.**